

## **Minutes of the Finance Committee**

**Wednesday, July 19, 2006**

Chair Haukohl called the meeting to order at 8:52 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Pamela Meyer, Ted Rolfs, and Don Broesch. Bill Kramer arrived at 8:55 a.m. and Rodell Singert arrived at 9:27 a.m. **Absent:** Genia Bruce.

**Also Present:** Legislative Policy Advisor Mark Mader, Accounting Services Manager Larry Dahl, Principal Financial Projects Analyst Bob Ries, Principal Financial Projects Analyst Cindy Schramm, Administrative Assistant/Fiscal Management Sue Scholl, County Board Chair Jim Dwyer, Administration Director Norm Cummings, Information Systems Manager Mike Biagioli, and Collections & Business Services Manager Sean Sander. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of 6-21-06**

MOTION: Rolfs moved, second by Broesch to approve the minutes of June 21<sup>st</sup>. Motion carried 4-0.

### **Schedule Next Meeting Dates**

Haukohl said the next meeting dates are August 2<sup>nd</sup> and 16<sup>th</sup>. Meyer said she would be unable to attend on the 2<sup>nd</sup> and Rolfs said he could not attend on the 16<sup>th</sup>.

Kramer arrived at 8:55 a.m.

### **Chair's Executive Committee Report of 7-17-06**

Haukohl advised of the following items discussed at the last Executive Committee meeting.

- Heard a report on the End User Operations & Technology Fund internal audit. This will be agendaized for a future Finance Committee meeting.
- Approved ordinance 161-O-031, also on this agenda.
- Heard a report on the Waukesha County Fair and the 4-H Program.
- Had a preliminary discussion on restructuring for a 25-member County Board. The Executive Committee will make recommendations to the County Board in the form of an ordinance.

### **Review Correspondence**

Copies of the Finance Committee's budget review schedule for October were distributed. Additional items will be added to the October 4<sup>th</sup> and October 18<sup>th</sup> agendas at later dates, likely resulting in all-day meetings.

### **Ordinance 161-O-031: Amend The Waukesha County Code To Repeal And Recreate Section 7-95(a)4B Regarding Reimbursement For Out-Of-State Travel**

Dahl discussed this ordinance which involves changing the basis for determining the maximum allowable daily lodging reimbursement rates from the index published by Runzheimer International to that used by the State of Wisconsin. Dahl said Runzheimer has become increasingly expensive, from about \$300 annually to about \$1,200 annually, and we can use the State's index for free.

MOTION: Kramer moved, second by Broesch to approve ordinance 161-O-031. Motion carried 5-0.

### **Overview of the Comprehensive Annual Financial Report (CAFR)**

Dahl gave an overview of the County's annual CAFR report as outlined including the introductory, financial, and statistical sections; basic financial statements and notes; and fund balances (enterprise funds, capital projects, etc.)

Singert arrived at 9:27 a.m.

### **Discuss National Association of Counties (NACo) and Wisconsin Counties Association (WCA) Membership**

Dwyer explained the structural organization of NACo and WCA, both of which are non-partisan. NACo is a national organization and WCA is specific to Wisconsin. All 72 counties in Wisconsin belong to WCA and 57 belong to NACo (more than 2,000 counties belong to NACo nationwide). WCA is governed by a constitution and by-laws and has a platform. WCA is a "bottom-up" organization meaning members of county boards throughout the state set policy through steering committees. They forward resolutions to the WCA Board of Directors which is elected by the districts. The Board of Directors adopts or denies those resolutions to form a platform. As part of the platform, adopted resolutions are then lobbied for by WCA in Madison. NACo is structured similar to WCA with steering committees, sub-committees, etc. Waukesha County's annual dues to NACo are slightly more than \$7,000 and WCA's are about \$24,000. WCA dues haven't increased in several years. NACo dues, however, have increased 2.8% each of the last few years except this past year when they increased 10%, of which, Dwyer expressed concerns. WCA lobbies on behalf of the entire state whereby NACo lobbies for policy that is good for the entire nation. Dave Krahn (of the County Board Office) lobbies specifically for Waukesha County in Madison on items not part of the WCA platform. WCA retains a firm in Washington, D.C. which lobbies on four to five specific issues a year which are set by the WCA Board of Directors. Usually, these relate to health and human services and community block grants.

Singert did not believe being a member of NACo was worth the money and he may take steps to try and eliminate it from the budget. He did not have any concerns with WCA. Anticipating this will be debated at budget time, Mader noted that \$8,000 (rounding up) in NACo dues totaled 1/100<sup>th</sup> of 1% of the total Waukesha County property tax levy. While even this is critical and has an impact on the budget, policy issues made on the national level affecting Waukesha County could very well cost us more than 1/100<sup>th</sup> of 1%. It is important that federal revenues, which pay for services to constituents, are steered to Wisconsin as opposed to them going elsewhere. On a closing note, Dwyer encouraged committee members to become involved with the organizations.

### **Fund Transfer 06-501000-01: Non-Departmental –Transfer Funds from Interdepartmental Expenses to Operating Expenses and Fixed Assets**

Cummings discussed the fund transfer as outlined which involves transferring \$113,400 to the appropriate accounts for expenditures associated with courthouse security/controlled screening projects. This money was approved in the budget and the projects were recently reviewed by the County Board via an ordinance.

Broesch had many concerns, felt this was premature, and that this issue was out of control. He wanted to see the ordinance that was approved by the County Board to see how this ties in.

Cummings said a new ordinance was coming forward whereby Broesch asked to see it prior to approving the fund transfer. Cummings said the ordinance deals with contraband and does not affect expenditures. This issue was debated at length whereby Cummings asked rhetorically, do we want to do this all over again? Broesch said maybe. Haukohl agreed the ordinance should come first due to the controversy surrounding this issue whereby Cummings reiterated it was not fiscal. Discussions ensued including whether or not this meets the criteria for being a pilot project and if the County Board will be involved in any future decisions/changes to the program. Haukohl asked to see this in the form of an ordinance which is policy for fund transfers totaling \$100,000 or more if the Finance Committee requests it. She will work with staff to determine the best way to bring this back.

It was noted that the adopted ordinance number listed on this fund transfer, allowing the appropriation, was incorrect.

MOTION: Kramer moved, second by Singert to approve fund transfer 06-501000-01, Non-Departmental, and that the ordinance number listed on the fund transfer be changed to identify the correct authorization/ordinance. Motion defeated 2-4. Haukohl, Broesch, Meyer, and Rolfs voted no.

#### **Approve Consulting Expenditures for Medical Examiner Recruitment from the Non-Departmental Budget**

Cummings said this request would come out of consulting money in the Non-Departmental budget which allows for special types of studies involving consultants on issues that come up during the year. Staff are having a very difficult time recruiting an assistant medical examiner to fulfill our contracts with Racine and Washington counties as there are not many medical examiners in the United States. Cummings noted that these are win-win contracts. Cummings said they want to hire a headhunting firm that specializes in these types of positions. We would only pay the firm if we hired that person and the cost would be \$21,000.

MOTION: Singert moved, second by Kramer to approve consulting expenditures from the Non-Departmental budget for Medical Examiner recruitment. Motion carried 6-0.

#### **Mid-Year Status Report on Department of Administration Capital Projects**

Cummings, Biagioli, and Sander gave a status update on capital projects within the Department of Administration. Basically, all projects were either completed, on schedule, or reprioritized, within budget, and for the most part, no major concerns were brought up. A major priority will be to bring the Spillman system up to speed at the dispatch center.

#### **Mid-Year Status Report on Department of Administration Budget**

Due to time constraints, this item was referred to the August 2<sup>nd</sup> Finance Committee meeting.

MOTION: Kramer moved, second by Broesch to adjourn at 12:16 p.m. Motion carried 6-0.

Recorded by,

Approved on:\_\_\_\_\_

Bill Kramer  
Secretary